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[LOGO]

OCEAN PHOENIX

PHOENIX PROCESSOR LIMITED PARTNERSHIP

**INFORMATIONAL BOOKLET**

Revised 12/01

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**EMPLOYEE ORIENTATION**

When you report to the vessel, you will be shown your living quarters. Your supervisor, or another designated representative of management, will explain the rules and regulations concerning life aboard the vessel.

You will be shown the location of safety and survival equipment and a "Station Bill" that assigns each employee a job and place to go in the event of an emergency. It is important that every employee understands this equipment, its use, and emergency procedures. If you do not understand, ask your supervisor for assistance as this orientation continues throughout the trip.

Starting before you join the vessel and continuing afterwards, you will attend many orientation meetings. The focus most of these meetings is your safety, the safety of those around you and the safety of the vessel itself. During these meetings you will be introduced to many new ideas. It is your responsibility to understand all the information given to you. If you do not understand all or part of what you hear, please ask questions until you do understand. You will likely

be asked to demonstrate your understanding. Failure to understand and properly demonstrate will be reflected in your performance review.

Prior to beginning your duties you will receive another orientation that explains how to perform your job safely and properly. Again you will be asked to demonstrate what you have learned. If you move from one job to another, from one work area to another, from one piece of machinery to another, you will receive additional orientation. It is your responsibility to know, understand and perform the job safely and efficiently. We welcome questions from you about safety and your job.

Your supervisor or other person designated by management will explain the working conditions to you.

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**GENERAL WORK RULES**

The General Work Rules are posted throughout the vessel. You are expected to comply with these rules, as defined by the following list, immediately. Violators are subject to discharge, or lesser disciplinary action, depending upon the gravity of the offense as determined by the Owner, for the following infractions:

1. Possession of liquor, narcotics, drugs, paraphernalia or weapons on Company premises or while in the service of the vessel. We reserve the right to search the staterooms at any time for any reason.

2. Reporting for or being on the job under the influence of liquor, narcotics or drugs.

3. Destruction, damage, wastage or unauthorized removal from Company premises of property that does not belong to the employee.

4. Dishonesty or theft, including deliberate destruction, damage or removal of the Company's or other employee's property from Company premises. Employees will be charged for any deliberate damage or neglect to their living quarters or any other area of the vessel.

5. Inability, negligence or unwillingness to perform assigned work.

6. Intentional falsification of records required in the transaction of Company business.

7. Sleeping while on duty

8. Making malicious, false or derogatory statements that are intended or could be expected to damage the integrity of the Company or employees.

9. Disorderly conduct, including horseplay, threats of violence, shoving and fighting.

10. Operating or using machines, tools or equipment to which the employee has not been assigned.

11. Misrepresentation or withholding of pertinent facts in securing employment.

12. Violation of dress standards.

13. Use of Company telephones for personal use without prior approval.

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